

Phoenix Program Process Definition – Accounts Payable

Revised 4-5-99 replaces 3-15-99 version.

Process	<i>Recurring Voucher Run Control</i>
Process Number	<i>AP-068</i>

Description of Process

Each operator that performs Recurring Vouchers will need a run control ID established. A Recurring Voucher run control is used to process recurring voucher contract data on line. Run Controls allow you to specify criteria to let the system know what data to process and when and where to process it. Run Controls store the parameters you have set for a process so that the next time you want to run the process you simply enter that run control ID. The system will then restore the parameters in the process panel and in the Process Scheduler. Each operator will need a separate run control for each process they are permitted to run (i.e., Express Checks, Bank Recon, and Voucher Edit for Recurring Vouchers).

A Run Control ID must be established in all capital letters and can be a maximum of thirty characters. Even when using an existing Run Control enter the Run Control ID in all capital letters because run controls are case sensitive. Once a run control has been established it can be used over and over again. However, it is possible for run controls to become corrupt. If this happens, a new run control would need to be established and the corrupt run control deleted by Financial System Solutions technical staff. If you experience difficulties in processing a run control, contact Accounts Payable. For each new run control created, you need to define what data you want the system to process.

Input to Process

To create recurring voucher contract information (i.e., rent., lease payments, utilities)

Output of Process

A Recurring Voucher Run Control

Service Level Agreement Required? (if yes, provide a brief description)

Run Control established for Express Check processing and Recurring Voucher processing

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Enter Voucher Information – Process – Voucher Edit Request panel is used to add/update the Voucher Edit Run Control needed to process a Recurring Voucher.
	Administer Procurement – Administer Contracts – Use – Recurring Voucher – Contract Manager panel accesses the Run Control after hitting the Voucher Edit button. A Recurring Voucher must already be loaded and exploded.

Phoenix Program Process Definition – Accounts Payable

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Create Run Control</u></p> <p>Agencies are responsible for establishing run controls for their appropriate operators.</p> <p>On the <u>Voucher Edit Request panel</u>, Enter a Run Control ID in all caps. Enter Request ID short and long description. Don't Run defaults as the Process Frequency; change to Always Process. Select Contract as the Extent. When Contract is selected, the Values of Unit and Contract appear. Unit is your business unit number (i.e., 40100) and Contract is the Contract ID assigned to the recurring voucher.</p>	Agency
<p><u>Step 2: Save the Run Control</u></p> <p>On the tool bar, hit the Diskette to Save this run control ID or hit the spotlight to Save and Run this run control ID specified for the recurring voucher contract process. After you hit the spotlight, the Process Scheduler Request dialog box will appear. The Process Scheduler Request dialog box tells system when and where to execute your process. Select Server as the Run Location. Select PSUNIX from the drop down arrow as the Server. Select File as the Output Destination. Select C:\Temp\ from the drop down arrow as the File/Printer. Selecting Server will run the process on your UNIX server. By selecting Server, you can schedule the process to run at a later date and time. The Run Date/Time and Run Recurrence fields are available for selection. The bottom of the Process Scheduler Request dialog box lists the processes that are available for running. Highlight the + Run Vchr Edt – vchrec/appbvchr PSJob process to run. Then click OK.</p> <p>The next time you use this run control ID the Voucher Edit Request panel will be filled out the same way it is here so you won't have to enter all the information again. However, you can change any parameter field before running the process. Any change you make will be saved to the run control ID and used as default the next time you use the run control ID.</p>	Agency
<p><u>Step 3: Perform Recurring Voucher</u></p> <p>For further information, see the Recurring Voucher Process Definition.</p>	Agency

Forms Used with Process

N/A

Process Flow Diagram (if appropriate):

N/A

**Phoenix Program
Process Definition – Accounts Payable**

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			03-11-99
Charmane Miller	THG Project Lead			03-10-99
Mindy Byram	Design Analyst			03-10-99